

# Library Department

## DEPARTMENT PURPOSE

The Los Gatos Public Library serves as the Town's primary provider of information services. The Library is committed to:

- Promoting lifelong learning by collecting current, high-demand materials as well as traditional resources for customers of all ages
- Facilitating access to library materials and digital resources
- Providing educational support by making available appropriate materials and services for students at the elementary and secondary levels
- Preserving and providing access to the history of the Town
- Encouraging an interest in reading and learning
- Providing programming for all ages
- Providing a knowledgeable and service-oriented staff responsive to the community's need for information

## BUDGET OVERVIEW

The FY 2007/08 Library Department budget continues to support current service delivery levels of 54 hours over a seven day week. The Library collections budget is being maintained at \$185,000. In order to provide users with 24/7 service, the Library is investing in collections that are available online, such as electronic books and downloadable movies. However, due to reduced collection funding over the last few years in combination with rising book prices, Los Gatos Public Library will remain a net borrower of materials from other local libraries.

The Library Department continues to streamline work processes and promote the concept of self-service. Customers' use of self-check machines and online capabilities allows them to initiate, retrieve and check out their own materials, thus conserving staff time. However, the current self-check system is failing and is no longer supported by the vendor. During FY 2007-08, staff will evaluate alternatives for upgrading or replacing the current checkout system. Alternatives that will receive consideration will include magnetic tapes or Radio Frequency Identification (RFID) technology. \$115,000 has been set aside as a placeholder in the Capital Improvement Program Budget, to enable the transition to a new and improved self check out system.

The Library/Civic Center Master Plan will continue to be an important focus for the library department this year, with possible assignments to be completed at the direction of Council.

The Friends of Los Gatos Library contributed more than \$15,000 to the Library during the past fiscal year to fund the Library's Teen, Children's, and Family Night programs, and both Summer Reading Clubs. The Friends sponsor and fund a yearly series of adult programs and this year participated in and contributed to the

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“Silicon Valley Reads” program. It is expected that the Friends will continue to fund the Library’s numerous programs for children, teens and adults and buy equipment for the library in FY 2007/08.

The budget also contains recommendations for a new server to support the Horizon integrated system, which runs all library operations: acquisitions, serials, circulation, and the online catalog. Although this item of expenditure was funded in the 2005/06 budget, the current server is now reaching the end of its useful life.

The History Project Librarian duties, as planned for in the 2006-07 Budget, will be assumed by regular library staff and experienced volunteers. It is anticipated that the Project implementation will transition to a more permanent and ongoing library service, that will be used by customers often.

### DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	19,439	15,649	11,709	11,400	16,735	16,735
<i>Service Charges</i>	3,442	2,754	2,134	3,000	3,000	3,000
<i>Fines and Forfeitures</i>	62,231	58,900	60,635	57,500	63,991	63,985
<i>Other Sources</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>85,112</b>	<b>77,303</b>	<b>74,478</b>	<b>71,900</b>	<b>83,726</b>	<b>83,720</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	1,227,203	1,199,108	1,267,487	1,334,200	1,318,200	1,383,750
<i>Operating Expenditures</i>	215,739	249,177	268,807	272,160	272,160	272,160
<i>Fixed Assets</i>	24,556	-	66,617	-	-	-
<i>Internal Service Charges</i>	365,887	336,556	275,715	383,300	386,400	400,900
<b>TOTAL EXPENDITURES</b>	<b>1,833,385</b>	<b>1,784,841</b>	<b>1,878,626</b>	<b>1,989,660</b>	<b>1,976,760</b>	<b>2,056,810</b>
<b>EXPENDITURES BY PROGRAM</b>						
Administration	219,661	217,684	254,699	261,660	251,460	301,550
Adult Services	464,002	494,219	510,559	572,980	583,380	561,080
Children's Services	378,944	362,092	389,452	421,180	413,180	433,380
Technical Services	264,147	231,427	240,586	219,940	219,640	223,000
Circulation Services	506,631	479,419	483,330	513,900	509,100	537,800
<b>TOTAL EXPENDITURES</b>	<b>1,833,385</b>	<b>1,784,841</b>	<b>1,878,626</b>	<b>1,989,660</b>	<b>1,976,760</b>	<b>2,056,810</b>

*The above program totals reflect General Fund programs. Additional Library Department programs are reflected in separate Trust Funds following the General Fund portion of this section.*

∞ LIBRARY DEPARTMENT ∞

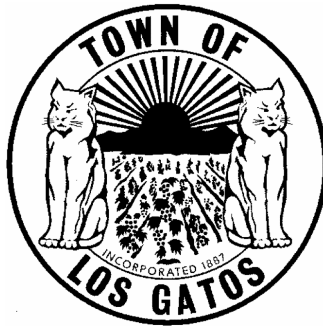
DEPARTMENT STAFFING

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Librarian	2.00	3.00	3.00	2.00	2.00	2.00
Librarian	2.25	2.25	2.10	2.25	2.25	2.25
Associate Librarian	-	0.50	1.00	-	-	-
Circulation Supervisor	1.00	-	-	1.00	1.00	1.00
Library Assistant	2.50	2.50	2.50	2.50	2.50	2.50
Secretary III	0.60	0.50	0.50	0.60	0.60	0.60
Administrative Analyst	0.50	-	-	-	-	-
<b>TOTAL PROGRAM FTE's</b>	<b>10.85</b>	<b>10.75</b>	<b>11.10</b>	<b>10.35</b>	<b>10.35</b>	<b>10.35</b>

<i>Temporary Staff</i>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
Librarian	620	-	463	1,043	683
Principal Librarian	-	-	250	-	-
Library Clerks	6,600	5,584	5,376	5,434	5,434
Library Pages	5,200	4,184	3,976	3,976	3,976
<b>TOTAL ANNUAL HOURS</b>	<b>12,420</b>	<b>9,768</b>	<b>10,065</b>	<b>10,453</b>	<b>10,093</b>

PROPOSED



# **Library Department**

## **LIBRARY ADMINISTRATION PROGRAM 8510**

### **PROGRAM PURPOSE**

Library Administration provides staff support to ensure the development of quality and cost effective library services that are responsive to community needs. Library Administration's core services are to: provide administrative and managerial oversight for programs and services, provide clerical and administrative assistance for day-to-day operations, provide personnel management, coordinate purchasing and physical plant maintenance, as well as fiscal management and budget preparation, and provide support for the Library Commission.

### **BUDGET OVERVIEW**

The FY 2007/2008 budget assumes revenue in the amount of \$16,000 from the Public Library Fund (PLF). This revenue is provided by the State to those agencies which continue to meet 100% maintenance of effort appropriation level each year. This maintenance of effort measurement is a requirement to exceed the prior year's expenditure level, which Los Gatos has achieved each year.

The training and productivity of newly hired staff, especially the Principal Librarian position, will be directed and monitored by library administrative staff. Continuous improvement is a goal of Library administration.

Library Administration will continue to work toward planning a new library building, under direction from the Town Manager and Town Council.

The Library Department uses Horizon as the integrated system that runs all department programs. SirsiDynix, the vendor for this system, has announced that it will no longer develop this product, and will only support it through approximately 2009. SirsiDynix wants all Horizon Libraries to install a new product it is developing. The Library will need to evaluate this new product as compared to all other integrated systems that are on the market.

**∞ LIBRARY DEPARTMENT ∞**  
**Administration**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	19,439	15,649	11,709	11,400	16,735	16,735
<i>Service Charges</i>	3,442	2,754	2,134	3,000	3,000	3,000
<i>Fines and Forfeitures</i>	715	639	650	500	976	985
<i>Other Sources</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>23,596</b>	<b>19,042</b>	<b>14,493</b>	<b>14,900</b>	<b>20,711</b>	<b>20,720</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	137,670	140,148	173,645	174,300	163,700	187,950
<i>Operating Expenditures</i>	9,440	9,229	11,803	10,160	10,160	33,700
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	72,551	68,307	69,251	77,200	77,600	79,900
<b>TOTAL EXPENDITURES</b>	<b>219,661</b>	<b>217,684</b>	<b>254,699</b>	<b>261,660</b>	<b>251,460</b>	<b>301,550</b>

**FY 2007/08 KEY PROJECTS**

***Replace Library Integrated System Server***

The server that houses the operations of the integrated library system, Horizon, is at end of life and will need to be replaced. SirsiDynix, the vendor of the system, with the assistance of library staff, will stage the server and transfer the database to the new server.

***Self Check-Out System:*** The library will evaluate alternatives such as Bar Code Readers, Magnetic tapes and RFID technology, that can enhance customer self service, provide improved security, and position the library for materials handling to be incorporated into the design of a new library.

***Library Civic Center/Master Plan*** - Library Administration will continue to work toward implementing Council's direction on the Library/Civic Center Master Plan.

**∞ LIBRARY DEPARTMENT ∞**  
**Administration**

**KEY PROGRAM SERVICES**

- Administer and supervise four operating programs in the department
- Provide oversight of day-to-day operations and scheduling
- Prepare and monitor Library Department budget
- Provide staff support to the Town Library Board and Friends of the Library meetings, programs, and activities
- Develop master planning for Library building replacement or improvements as part of the Civic Center Library Master Plan process.
- Coordinate and maintain the department's existing physical spaces
- Collaborate with area libraries by serving on the Silicon Valley Library System Administrative Council
- Increase public awareness of Library services and programs through effective public relations and marketing
- Provide oversight of Library staff training and development
- Provide oversight and direction for Information Technology and Systems Administration developments

**ADMINISTRATION PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
Library Director	0.40	0.40	0.40	0.40	0.40	0.40
Assistant Library Director	0.40	0.30	0.30	0.30	0.40	0.40
Secretary III	0.60	0.50	0.50	0.60	0.60	0.60
Administrative Analyst	0.50	-	-	-	-	-
<b>Total Administration FTEs</b>	<b>1.90</b>	<b>1.20</b>	<b>1.20</b>	<b>1.30</b>	<b>1.40</b>	<b>1.40</b>

PROPOSED





# **Library Department**

## **ADULT SERVICES PROGRAM 8520**

### **PROGRAM PURPOSE**

The Adult Services Program supports library services for adults 18 years of age and older. Adult Services anticipates and meets community information needs, providing opportunities for lifelong learning. The Adult Services Program's core services are to provide: reference services to all clientele, reader's advisory services, instruction in the use of computerized resources, and management of collections.

### **BUDGET OVERVIEW**

The FY 2007/08 Adult Services budget provides for hourly librarians to staff the adult reference desk on some evenings, some Saturdays, and all Sunday hours. All staff are required to assume responsibility for library technology, both operations and delivery, with Adult Services staff continuing to focus on mitigating the service impacts of less available technology expertise. The expenditure budget for collection materials (books, periodicals, databases and media) continues at approximately last year's level. The total budget for this program appears less because certain administrative costs have been transferred to Administration.

**∞ LIBRARY DEPARTMENT ∞**  
**Adult Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2003/04 Actuals</b>	<b>2004/05 Actuals</b>	<b>2005/06 Actuals</b>	<b>2006/07 Adopted</b>	<b>2006/07 Estimated</b>	<b>2007/08 Proposed</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines and Forfeitures</i>	-	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	264,940	285,785	296,342	345,500	354,500	337,100
<i>Operating Expenditures</i>	111,224	134,436	132,383	137,080	137,080	127,080
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	87,838	73,998	81,834	90,400	91,800	96,900
<b>TOTAL EXPENDITURES</b>	<b>464,002</b>	<b>494,219</b>	<b>510,559</b>	<b>572,980</b>	<b>583,380</b>	<b>561,080</b>

**FY 2007/08 KEY PROJECTS**

***Database Use by Students*** - Adult Services Staff will conduct outreach to local schools to introduce the library's proprietary databases to teachers, staff and students as resources for student research and home work help.

∞ LIBRARY DEPARTMENT ∞  
Adult Services

**KEY PROGRAM SERVICES**

**Meeting Information Needs**

- Provide reference and reader's advisory services
- Maintain viable reference and circulating collections
- Consistently update the *Reference Resources* area of the Library's Web site to include accurate, timely information
- Provide Interlibrary Loan services for our customers

**Information Technologies and Training**

- Develop online counterparts to services traditionally available only within the Library's walls, such as Readers Advisory and reference requests.
- Provide access to the Internet and training for the public in basic searching and navigational skills

**ADULT SERVICES PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized Positions</b>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
<i><b>Town Staff</b></i>						
Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Assistant Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Principal Librarian	0.90	1.05	1.05	1.00	0.90	0.90
Librarian	1.10	1.05	1.05	1.10	1.10	1.10
Associate Librarian	-	0.06	0.15	-	-	-
Circulation Supervisor	0.25	-	-	-	0.25	0.25
Library Assistant	0.50	0.10	0.10	0.10	0.50	0.50
<b>Total Adult Services FTEs</b>	<b>3.05</b>	<b>2.56</b>	<b>2.65</b>	<b>2.50</b>	<b>3.05</b>	<b>3.05</b>
<i><b>Temporary Staff</b></i>		<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
Librarian		620	-	230	810	310
<b>Total Annual Hours</b>		<b>620</b>	<b>-</b>	<b>230</b>	<b>810</b>	<b>310</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Adult Services**

<b>Performance Objectives and Measures</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1 <i>Manage adult library collections to anticipate and meet community information needs.</i>					
a. Percentage of collection systematically evaluated and updated:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	18%	23%	20%
b. Percentage of Los Gatos Library usage of Gale Databases - proprietary subscription databases purchased through Silicon Valley Library Services:	<i>New Measure for 2004/05</i>	1.41%	3.57%	4.20%	4.00%
c. Percentage of available internet sessions used by public:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	99.9%	99.9%
d. Percentage of clientele rating computerized instruction sessions as "improved/greatly improved my skills":	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%	100%
e. Percentage of Reference Services clientele rating staff assisted reference service as good/excellent:	94%	94%	100%	99.9%	99.9%

<b>Activity and Workload Highlights</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. Number of reference questions received:	13,305	13,168	8,859	9,128	10,000
2. Reference questions per capita:	0.53	0.43	0.31	0.32	0.33
3. Number of patrons' materials reserves processed:	11,304	17,919	19,993	20,000	20,000
4. Number of inter-library loans loaned:	0	0	0	0	0
5. Number of inter-library loans borrowed:	108	100	100	100	100
6. Hours of service per week at adult services desk:	62	54	54	54	54
7. Number of patrons using the Library's public access computers	24,000	40,000	40,000	40,000	40,000

# **Library Department**

## **YOUTH SERVICES PROGRAM 8530**

### **PROGRAM PURPOSE**

Youth Services supports students at the elementary and secondary level with appropriate programs and services and provides current high-demand, high-interest materials in a variety of formats. Youth Services also creates a welcoming environment for children and teens that encourage their curiosity, imagination, creativity and a permanent love of reading. Programs are provided for children 0-14 years of age and teens from 12-17 years of age. The Youth Services Program's core services are to: provide reference services, reader's advisory services and instruction in the use of computerized resources, manage collections, and provide a variety of programs throughout the year both in the Library and at local schools.

### **BUDGET OVERVIEW**

The expenditure budget (books, periodicals, databases and media) will continue to maintain material collections at last year's funding level.

Library programming and outreach to youth will continue at the established levels, with special emphasis on improved outreach and service to teens.

**∞ LIBRARY DEPARTMENT ∞**  
**Youth Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines and Forfeitures</i>	-	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	267,441	247,291	264,632	291,400	282,600	303,400
<i>Operating Expenditures</i>	36,852	46,734	58,203	54,480	54,480	51,980
<i>Fixed Assets</i>	-	-	66,617	-	-	-
<i>Internal Service Charges</i>	74,651	68,067	-	75,300	76,100	78,000
<b>TOTAL EXPENDITURES</b>	<b>378,944</b>	<b>362,092</b>	<b>389,452</b>	<b>421,180</b>	<b>413,180</b>	<b>433,380</b>

**FY 2007/08 KEY PROJECTS**

**2<sup>ND</sup> Graders' Library Card Campaign** – Program staff will continue the library card campaign for 2<sup>nd</sup> graders enrolled in Los Gatos schools. This program was first initiated in FY 2002/03 to publicize services available at the library and encourage local second-graders to obtain library cards.

**∞ LIBRARY DEPARTMENT ∞**  
**Youth Services**

**KEY PROGRAM SERVICES**

**Meeting information needs for children 0-17 years of age and their parents**

- Provide reference and reader's advisory services
- Manage children's and teens' Web pages
- Manage children's and teens' collections

**Providing programs to youth**

- Provide year-around programming for infants, toddlers, preschoolers, school-age children, and families
- Plan and promote annual Summer Reading Club to listeners from ages 0-5, readers from ages 5-13 and teen readers from ages 13-17

**Outreach to youth**

- Raise awareness of youth about collections, services, and programs available at the Library

**Web Management**

- Design and maintain Library's Web site

**YOUTH SERVICES PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized Positions</b>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
<i><b>Town Staff</b></i>						
Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Assistant Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Principal Librarian	0.95	1.00	1.00	1.00	0.95	0.95
Librarian	0.65	0.70	0.55	0.65	0.65	0.65
Associate Librarian	-	0.24	0.45	-	-	-
Library Assistant	0.89	0.60	0.60	0.60	0.89	0.89
<b>Total Youth Services FTEs</b>	<b>2.79</b>	<b>2.84</b>	<b>2.90</b>	<b>2.55</b>	<b>2.79</b>	<b>2.79</b>
		<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
<i><b>Temporary Staff</b></i>						
Librarian		-	-	233	233	233
<b>Total Annual Hours</b>		-	-	<b>233</b>	<b>233</b>	<b>233</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Youth Services**

<b>Performance Objectives and Measures</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. <i>Provide a variety of programs throughout the year that encourage curiosity, imagination, creativity, love of reading.</i>					
a. Percentage agree/strongly agree that youth services programs enhance my child's development:	96%	96%	93%	96%	96%
b. Percentage of request for outreach that are delivered:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%	100%
c. Percentage of cards issued through 2nd grade library card campaign:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	15%	25%	30%
2. <i>Assure the delivery of reference service to youth clientele.</i>					
a. Percentage of Youth Reference Services clientele rating staff assisted reference service as good/excellent:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%	100%
3. <i>Manage youth library collections to anticipate and meet community information needs.</i>					
a. Percentage of total circulation that is youth collections:	43%	45%	45.3%	46%	46%
b. Percentage of collection systematically evaluated and updated:	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	25%	25%	25%

<b>Activity and Workload Highlights</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. Number of youth programs per year:	365	320	394	380	380
2. Total annual attendance at youth programs:	9,081	8,567	8,237	8,719	8,700
3. Program attendance per capita:	0.32	0.29	0.29	0.3	0.3
4. Annual number of reference questions received:	11,691	11,556	10,172	12,000	12,000
5. Hours of public service per week at youth services desk:	62	54	54	54	54



# **Library Department**

## **TECHNICAL SERVICES PROGRAM 8540**

### **PROGRAM PURPOSE**

The Technical Services Program provides customers with access to a broad range of up-to-date library materials and technology, and ensures customers have ready, user-friendly access to the collection. The Technical Services program's core services are: creation and maintenance of an online catalog, (available both in-house and through the internet), collection maintenance, acquisition of all Library materials, and general support services.

### **BUDGET OVERVIEW**

Emphasis will remain on improving technical capabilities through system improvements. Projects will be implemented that improve customer's 24/7 access to library services – linking the catalog user to the subscription databases; linking the reference customer to online versions of printed material that is no longer physically held in the library; and improving the range of services, such as download books and movies, available in the online environment.

**∞ LIBRARY DEPARTMENT ∞**  
**Technical Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines and Forfeitures</i>	4,014	3,646	3,015	3,000	3,167	3,000
<i>Other Sources</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>4,014</b>	<b>3,646</b>	<b>3,015</b>	<b>3,000</b>	<b>3,167</b>	<b>3,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	192,610	166,363	169,851	143,400	142,400	149,800
<i>Operating Expenditures</i>	9,589	7,779	13,939	12,940	12,940	7,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	61,948	57,285	56,796	63,600	64,300	66,200
<b>TOTAL EXPENDITURES</b>	<b>264,147</b>	<b>231,427</b>	<b>240,586</b>	<b>219,940</b>	<b>219,640</b>	<b>223,000</b>

**FY 2007/08 KEY PROJECTS**

***Improved self check-out system*** – Staff will monitor development of integrated library systems across the industry for eventual replacement or upgrading of the Horizon system.

**∞ LIBRARY DEPARTMENT ∞**  
**Technical Services**

**KEY PROGRAM SERVICES**

- Maintain online catalog to assure customer access to Library materials
- Acquire Library materials
- Maintain Library collections, include shelving of materials

**TECHNICAL SERVICES PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Assistant Library Director	0.15	0.25	0.25	0.25	0.15	0.15
Principal Librarian	-	0.10	0.10	-	-	-
Librarian	0.50	0.50	0.50	0.50	0.50	0.50
Associate Librarian	-	0.20	0.40	-	-	-
Library Assistant	0.59	0.80	0.80	0.80	0.59	0.59
<b>Total Technical Services FTEs</b>	<b>1.39</b>	<b>2.00</b>	<b>2.20</b>	<b>1.70</b>	<b>1.39</b>	<b>1.39</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Technical Services**

<b>Performance Objectives and Measures</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. <i>Provide customers with access to a broad range of up-to-date library materials and multimedia .</i>					
a. Percentage of high demand items processed within four (4) days	99%	99%	100%	99%	99%
b. Percentage of items received cataloged within 30 days.	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%	100%
b. Percentage of items processed and shelf ready within 30 days.	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%	100%

<b>Activity and Workload Highlights</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. Number of items ordered, checked-in and cataloged	3,500	3,500			
2. Number of periodical subscriptions checked-in, processed and exchanged	250	250	257	263	250

# **Library Department**

## **CIRCULATION/SYSTEM ADMINISTRATION PROGRAM 8550**

### **PROGRAM PURPOSE**

The Circulation Program enables customers to access library materials for use outside the Library. The System Administration Program manages all Library automated services and technology systems. Circulation/System Administration's core services are to: manage the circulation process; maintain library circulation records; and to implement and support the Library's computer network, the integrated library automation system, and public Internet access.

### **BUDGET OVERVIEW**

With the program's responsibility for supporting the Library's integrated computer system and network, the majority of budgeted expenditures provide for annual software support to maintain the Library's technology systems.

A new server will replace the end-of-life Horizon server, which will position the library to maintain services through the RFP process once SirsiDynix is no longer supporting the Horizon system in 2009. Staff will also work closely with Administration efforts to replace the current self-check system.

**∞ LIBRARY DEPARTMENT ∞**  
**Circulation / System Administration**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>REVENUES</b>						
<i>Intergovernmental Revenues</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Fines and Forfeitures</i>	57,502	54,615	56,970	54,000	59,848	60,000
<i>Other Sources</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>57,502</b>	<b>54,615</b>	<b>56,970</b>	<b>54,000</b>	<b>59,848</b>	<b>60,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	364,542	359,521	363,017	379,600	375,000	405,500
<i>Operating Expenditures</i>	48,634	50,999	52,479	57,500	57,500	52,400
<i>Fixed Assets</i>	24,556	-	-	-	-	-
<i>Internal Service Charges</i>	68,899	68,899	67,834	76,800	76,600	79,900
<b>TOTAL EXPENDITURES</b>	<b>506,631</b>	<b>479,419</b>	<b>483,330</b>	<b>513,900</b>	<b>509,100</b>	<b>537,800</b>

**FY 2006/07 KEY PROJECTS**

Server installation – install new server for support of Horizon integrated library system

***Improved self check-out system*** – Circulation Staff will provide significant leadership in evaluating alternative self check-out systems.

∞ LIBRARY DEPARTMENT ∞  
Circulation / System Administration

**KEY PROGRAM SERVICES**

- Manage circulation process
- Management of all Library automated systems, including the Library's network

**CIRCULATION / SYSTEMS ADMINISTRATION PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized Positions</b>	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
<i><b>Town Staff</b></i>						
Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Assistant Library Director	0.15	0.15	0.15	0.15	0.15	0.15
Circulation Supervisor	0.75	-	-	1.00	0.75	0.75
Principal Librarian	0.15	0.85	0.85	-	0.15	0.15
Library Assistant	0.52	1.00	1.00	1.00	0.52	0.52
<b>Total Circulation/System FTEs</b>	<b>1.72</b>	<b>2.15</b>	<b>2.15</b>	<b>2.30</b>	<b>1.72</b>	<b>1.72</b>

	<b>2003/04 Funded</b>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>
<i><b>Temporary Staff</b></i>					
Library Clerks	6,600	5,584	5,376	5,434	5,434
Library Pages	5,200	4,184	3,976	3,976	3,976
Librarian	-	-	-	-	140
Principal Librarian	-	-	250	-	-
<b>Total Annual Hours</b>	<b>11,800</b>	<b>9,768</b>	<b>9,602</b>	<b>9,410</b>	<b>9,550</b>

**∞ LIBRARY DEPARTMENT ∞**  
**Circulation / System Administration**

<b>Performance Objectives and Measures</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. <i>Provide customer access to materials for use outside the library.</i>					
a. Percentage of Los Gatos residents holding a library card	50%	50%	56.5%	57%	57%
b. Percentage of circulation attributed to Los Gatos Residents in the last twelve months	66%	66%	53.5%	57%	57%
2. <i>Assure access to library online services.</i>					
b. Percentage of time library online services are available	<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	99.9%	99.9%	99.9%

<b>Activity and Workload Highlights</b>	<b>2003/04 Actual</b>	<b>2004/05 Actual</b>	<b>2005/06 Actual</b>	<b>2006/07 Estimated</b>	<b>2007/08 Budget</b>
1. Circulation: printed material - adult:	118,045	111,901	106,999	110,000	110,000
2. Circulation: printed material - youth:	134,308	125,356	124,504	124,000	124,000
3. Circulation: videos/DVDs:	91,179	89,370	97,017	90,000	90,000
4. Circulation: audio books:	20,849	24,939	26,255	25,000	25,000
5. Circulation: CDs:	27,162	25,603	30,095	25,000	25,000
6. Circulation per capita:	13.9	12.5	13.3	12.7	12.7
7. Door count:	231,812	213,211	199,606	209,000	209,000
8. Number of new patrons registered:	2,800	2,500	2,596	2,500	2,500
9. Hours of public service per week at circulation:	62	54	54	54	54



# Library Trust Fund

## FUND 710

### FUND PURPOSE

The Library Trust Fund was established to provide for the servicing of donations and bequests to the Town's Library Program. A *Los Gatos Friends of the Library* organization exists for the benefit of the Library, and this fund allows the Town to plan for and recognize the numerous bequests this non-profit group makes to the Library. In addition, numerous local service organizations and individuals make generous donations and memorial bequests to the Library, sometimes for specific uses. This fund provides for retaining these donations until they can be used as designated.

### BUDGET OVERVIEW

The Friends of Los Gatos Library contributed more than \$15,000 to the Library during the past fiscal year, providing funds for the "Summer Reading Clubs" for children and teens, the "Silicon Valley Reads" program, and the "Family Night" programs. Additionally, they have provided some funding for furniture and equipment for public use. Other library supporters have made donations to the Library Trust Fund to purchase memorial books. Contributions to the Library Trust Fund are expected to continue at approximately the same level in FY 2007/08.

**∞ LIBRARY DEPARTMENT ∞**  
**Library Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCE OF FUNDS</b>						
Beginning Fund Balance						
Undesignated	44,309	90,458	82,292	21,203	21,203	26,603
Total Beginning Fund Balance	<b>44,309</b>	<b>90,458</b>	<b>82,292</b>	<b>21,203</b>	<b>21,203</b>	<b>26,603</b>
Revenues						
Lib Services & Tech Acct	-	6,000	-	-	-	-
Interest	1,240	2,160	2,800	800	1,000	1,000
Donations	98,127	17,130	43,806	18,000	17,900	17,900
Total Revenues	<b>99,367</b>	<b>25,290</b>	<b>46,606</b>	<b>18,800</b>	<b>18,900</b>	<b>18,900</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 143,676</b>	<b>\$ 115,748</b>	<b>\$ 128,898</b>	<b>\$ 40,003</b>	<b>\$ 40,103</b>	<b>\$ 45,503</b>
<b>USE OF FUNDS</b>						
Expenditures						
Salaries and Benefits	28,106	7,344	-	-	-	-
Operating Expenditures	23,832	25,877	17,695	16,000	13,500	15,500
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	1,280	236	-	-	-	-
Total Expenditures	<b>53,218</b>	<b>33,456</b>	<b>17,695</b>	<b>16,000</b>	<b>13,500</b>	<b>15,500</b>
Ending Fund Balance						
Undesignated	90,458	82,292	21,203	24,003	26,603	30,003
Total Ending Fund Balance	<b>90,458</b>	<b>82,292</b>	<b>21,203</b>	<b>24,003</b>	<b>26,603</b> *	<b>30,003</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ 143,676</b>	<b>\$ 115,748</b>	<b>\$ 38,898</b>	<b>\$ 40,003</b>	<b>\$ 40,103</b>	<b>\$ 45,503</b>

*\*\* Note: A portion of the FY 2005/06 fund balance reflects donations from the Betty McClendon Trust received in FY 2003/04 and FY 2005/06. As these donations are restricted for specific uses, the trust funds will be accounted for separately, in the Betty McClendon Trust Fund (Fund 713) as of FY 2006/07.*

# Clelles Ness Trust Fund

## FUND 711

### FUND PURPOSE

The Clelles Ness Trust Fund was established in January, 1961, by Ansten R. Ness, M.D. and the Board of Library Trustees for the Town of Los Gatos, as a memorial to his wife, Clelles Ness. Mrs. Ness was a long-time Los Gatos resident who was active in civic life, winning the 1947 Citizen of the Year award. Among her many contributions to the Town, she was heavily involved with the Arts. She helped to bring the Los Gatos Pageants and numerous other play productions to the Town, was an avid reader, and wrote for the *Los Gatos Times* (the local newspaper). She was also involved with bringing a hospital to the Town, and with her husband started the “Holiday Circle” social club which required at least one spouse to be active in civic planning to join.

The intention of the memorial fund was to use the income and principal of the trust estate to provide materials and services not ordinarily available from public funds. An amendment to the trust agreement in 1983 relinquished control over the management and investment of the trust to the Town Council.

Historically, the Library has used money from the trust to purchase art books for Los Gatos Public Library. The Library is no longer able to spend the money in this manner, due to the building’s space constraints. As a result, in July of 1999 an agreement was entered into with the daughter of Clelles Ness to use the trust fund for a new library facility, should one be built in the future.

Per the agreement, the trust fund principal and interest may be used for Library building plan documents and studies, such as but not limited to, a building program and architectural drawings. The balance of the trust not spent on the planning documents and studies will be placed in a Library Building Fund to be used for the purchase of items for the new library building, such as furniture, shelving, and equipment.

### BUDGET OVERVIEW

No expenditures are currently planned for the Ness Trust in FY 2006/07. Mid-year appropriations will be recommended if required during FY 2007/08. Interest continues to increase the fund balance, to be used when determined appropriate.

**∞ LIBRARY DEPARTMENT ∞**  
**Clelles Ness Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCE OF FUNDS</b>						
Beginning Fund Balance						
Undesignated	155,418	158,918	162,778	167,098	167,098	174,098
Total Beginning Fund Balance	<b>155,418</b>	<b>158,918</b>	<b>162,778</b>	<b>167,098</b>	<b>167,098</b>	<b>174,098</b>
Revenues						
Interest / Dividends	3,500	3,860	4,320	4,500	7,000	7,000
Donations	-	-	-	-	-	-
Total Revenues	<b>3,500</b>	<b>3,860</b>	<b>4,320</b>	<b>4,500</b>	<b>7,000</b>	<b>7,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 158,918</b>	<b>\$ 162,778</b>	<b>\$ 167,098</b>	<b>\$ 171,598</b>	<b>\$ 174,098</b>	<b>\$ 181,098</b>
<b>USE OF FUNDS</b>						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Ending Fund Balance						
Undesignated	158,918	162,778	167,098	171,598	174,098	181,098
Total Ending Fund Balance	<b>158,918</b>	<b>162,778</b>	<b>167,098</b>	<b>171,598</b>	<b>174,098</b>	<b>181,098</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ 158,918</b>	<b>\$ 162,778</b>	<b>\$ 167,098</b>	<b>\$ 171,598</b>	<b>\$ 174,098</b>	<b>\$ 181,098</b>

# History Project Trust Fund

## FUND 712

### FUND PURPOSE

The History Project Trust Fund was established to provide for the servicing of donations, bequests, grant monies and expenditures to the history project partnership of Los Gatos Public Library and The Museums of Los Gatos. The joint history project, named “Hooked on Los Gatos” began in 2003 to: create and disseminate a searchable database of Los Gatos History over the Internet; to preserve the two-dimensional archival materials owned by each institution; to index and catalog the materials; to scan the materials so that they are saved and available in a digital format; and to make available cultural heritage educational resource materials to schools and lifelong learners. Some genealogical information is available, especially that which is related to early Los Gatos settlers.

The work of this project is accomplished at the library, where a local history room has been established for that purpose. The project is overseen by the Library Director.

Money remaining in this trust fund will continue to pay for hardware and software upgrades and maintenance, archival preservation materials, and other necessary supplies and equipment. A limited amount of money will be used for local history collection development.

### BUDGET OVERVIEW

The History Project Trust Fund was set up in FY 2004/05 to provide better tracking of the monies received by the joint project, through grants, benefits and donations, and of the expenditures made to accomplish the goals of the project. In FY 2007/08, funding will continue to be generated via royalties from the sale of *Images of America: Los Gatos*, and *Images of Rail: Railroads of Los Gatos*, and from the Friends’ sales of those books. The completion of a full-length historical documentary film in 2005 has continued to produce limited additional revenue.

**∞ LIBRARY DEPARTMENT ∞**  
**History Project Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
<b>SOURCE OF FUNDS</b>						
Beginning Fund Balance						
Undesignated	-	-	47,833	26,916	26,916	12,066
Total Beginning Fund Balance	-	-	<b>47,833</b>	<b>26,916</b>	<b>26,916</b>	<b>12,066</b>
Revenues						
Interest / Dividends	-	860	770	700	950	950
Donations	-	74,766	12,755	3,000	3,000	3,000
Total Revenues	-	<b>75,626</b>	<b>13,525</b>	<b>3,700</b>	<b>3,950</b>	<b>3,950</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 75,626</b>	<b>\$ 61,358</b>	<b>\$ 30,616</b>	<b>\$ 30,866</b>	<b>\$ 16,016</b>
<b>USE OF FUNDS</b>						
Expenditures						
Salaries and Benefits	-	12,756	9,899	20,200	13,100	-
Operating Expenditures	-	14,628	11,620	4,000	4,000	15,700
Fixed Assets	-	-	12,610	-	-	-
Internal Service Charges	-	409	313	1,700	1,700	-
Total Expenditures	-	<b>27,793</b>	<b>34,442</b>	<b>25,900</b>	<b>18,800</b>	<b>15,700</b>
Ending Fund Balance						
Undesignated	-	47,833	26,916	4,716	12,066	316
Total Ending Fund Balance	-	<b>47,833</b>	<b>26,916</b>	<b>4,716</b>	<b>12,066</b>	<b>316</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ -</b>	<b>\$ 75,626</b>	<b>\$ 61,358</b>	<b>\$ 30,616</b>	<b>\$ 30,866</b>	<b>\$ 16,016</b>

**LIBRARY HISTORY PROJECT FUND STAFFING**

	<b>2003/04</b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
<i>Temporary Staff</i>					
Librarian	-	-	1,115	500	-
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>1,115</b>	<b>500</b>	<b>-</b>

# **Susan McClendon Trust Fund**

## **FUND 713**

### **FUND PURPOSE**

A bequest to the Los Gatos Public Library from the estate of the late Susan E. (Betty) McClendon was established in support of children's services. Betty McClendon was a long-time resident and dance instructor. She is especially remembered as the choreographer of the Town's 1940 pageant, "Trail Days," which celebrated the completion of the final section of the new four-lane highway from Santa Cruz into Los Gatos. Betty McClendon's mother, Mrs. Hilda McClendon, served as Children's Librarian at Los Gatos Memorial Library from 1923 – 1929. Ms. McClendon left this gift in memory of her mother and her mother's husband, Gorman Burtner.

These funds are restricted for use for children's services at the library, and will be directed toward support of reading clubs, book discussion groups, evening family programs, and equipment and furniture needs of children's services that are not met by other funding. This funding will also be used for enhancement of children's collections.

### **BUDGET OVERVIEW**

This Fund is established to better track and assure funds from this trust are expended for children's services in line with the wishes of the bequestor. Initially established at \$90,000, the library plans to budget \$5,000 each fiscal year from this fund, to be able to respond in a timely fashion to new services or programs that may present themselves in the next fiscal year. Interest will accrue annually on the unspent balance.

**∞ LIBRARY DEPARTMENT ∞**  
**Susan McClendon Trust Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2003/04 Actuals</b>	<b>2004/05 Actuals</b>	<b>2005/06 Actuals</b>	<b>2006/07 Adopted</b>	<b>2006/07 Estimated</b>	<b>2007/08 Proposed</b>
<b>SOURCE OF FUNDS</b>						
Beginning Fund Balance						
Undesignated	-	-	-	90,000	90,000	88,600
Total Beginning Fund Balance	-	-	-	<b>90,000</b>	<b>90,000</b>	<b>88,600</b>
Revenues						
Interest / Dividends	-	-	-	2,700	3,600	3,600
Donations	-	-	-	-	-	-
Total Revenues	-	-	-	<b>2,700</b>	<b>3,600</b>	<b>3,600</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 92,700</b>	<b>\$ 93,600</b>	<b>\$ 92,200</b>
<b>USE OF FUNDS</b>						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	-	-	-	5,000	5,000	5,000
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	-	-	-	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Ending Fund Balance						
Undesignated	-	-	90,000	87,700	88,600	87,200
Total Ending Fund Balance	-	-	<b>90,000</b>	<b>87,700</b>	<b>88,600</b>	<b>87,200</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 92,700</b>	<b>\$ 93,600</b>	<b>\$ 92,200</b>